

WELCOME

Welcome to a new school year. The purpose of the handbook is to acquaint students and parents with our procedures and policies. Hopefully, this handbook will help maintain open and effective communications between school, students, and parents.

Parent assistance and cooperation are vital to making our schools a great place for kids to learn! The education of children is a joint endeavor involving home/school understanding and mutual accord. The staff is as concerned as parents about the academic achievement and the social adjustment of each child.

Open communication between home and school is extremely valuable in planning a positive and caring educational environment for each pupil. If you have a concern or question pertaining to your child feel free to contact his/her teacher(s). In the event further consultation is warranted, notify the principal and a conference will be arranged.

A home/school team approach enables students to realize adults are interested in them and their activities. The support of parents can make a difference. We need you and your positive involvement.

- Stephen Bell Elementary: 937-848-7831
- Bell Creek Intermediate: 937-848-3777
- Bellbrook-Sugarcreek Schools information line: 937-848-5001

DISTRICT VISION

Bellbrook-Sugarcreek Schools will lead by providing a world-class education within a caring, supportive, and responsive community.

MISSION STATEMENT

The Bellbrook-Sugarcreek School District empowers our learning community to . . . be responsible decision-makers and effective problem-solvers; persevere in the achievement of life goals; contribute to communities locally and beyond; and embrace learning as a lifelong process.

EDUCATIONAL PROGRAM

Helping each student reach his/her greatest potential is one of the most important objectives of education today. Our school system is dedicated to giving each child the best education possible. Children are the reason for the existence of schools and it is the school's obligation to direct the wide range of interests, attitudes and needs into the most promising channels.

Emphasis is placed on recognizing and planning for individual differences and on providing an environment where students will find pleasure and satisfaction in learning.

The home plays the most important role in the education of the child. The job of educating children cannot be done without the assistance of parents. With this in mind may we offer the following ways parents may help with their child's education.

1. Send the child to school in a happy frame of mind. Spare him/her the burden of your adult worries.
2. See that the child comes to school on time everyday unless ill.
3. Teach the child to respect the property and rights of others.
4. Help the child to meet and get along with other children. Take an interest in his/her friends.
5. Provide as many different experiences for the child as possible.
6. Teach the child to be truthful, attentive, observing, and useful, but not too forward and boisterous.

7. Give the child plenty of time to grow and mature. Remember children do not develop or learn at the same rate. Please do not compare one child with another.
8. Encourage each child to follow simple rules of courtesy and good manners.
9. Please do not expect your child to have the best grades in the class. Ask yourself if the grades are in accord with his/her ability.
10. When the child comes home from school, be interested in what has happened during the day. Praise the child for what he/she has accomplished! Expect a child to do what his/her ability will allow.
11. Provide a workspace for your child to do his/her homework. Be supportive of his/her academic progress. Check over the work to see if your child followed directions and did the work correctly.

If any parent is interested in reviewing the Course of Study used for instruction, please contact the building principal.

EQUAL OPPORTUNITY FOR ALL

The educational programs and activities of the school district, and opportunities for employment with this school district, are available to all qualified persons without regard to race, color, religion, national origin, sex marital status, or handicap, and persons over age 40 are not denied employment opportunities on the basis of age, in full compliance with all applicable Federal and State statutes and regulations, including: The Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Age Discrimination in Employment Act, and Ohio Revised Code Chapter 4112. Refer to the Board Policy on Equal Educational Opportunity as amended March 2006, and Student Grievance Procedure/Form CO-1070 available at the school office.

ANNUAL NOTIFICATION: Rights Pertaining to Student Records

For the purpose of meeting the requirements of Section 99.6 of the regulation implementing the Family Educational Rights and Privacy Act of 1974 and all state and federal guidelines, the Bellbrook-Sugarcreek Board of Education has adopted the following policy.

In order to provide students with appropriate instruction and educational services, it is necessary for the Bellbrook-Sugarcreek School District to maintain extensive educational and personal information. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parent(s) or legal guardian(s) or the student in accordance with law yet be guarded as confidential information.

Upon request, all records and files included in the student's cumulative folder will be available to parents, guardians or the student if over 18 years of age. This request must be in writing and will be granted within a reasonable time but in all cases within 45 days. No records are to be removed from the school and a principal, teacher or other qualified school personnel must be present to explain any of the tests or other material.

In accordance with the procedures set forth under administrative regulations, the following rights are held by parents and eligible students under law and school policy:

1. The right to inspect and review the student's education records;
2. The intent of the school district to limit the disclosure of information contained in the student's education records except;
 - by prior written consent;
 - as directory information; and
 - under other limited circumstances, as enumerated under administrative regulations.

3. The right, in accordance with administrative regulations, to seek to correct parts of the student’s education record, including the right to hearing if the district decides not to alter the record according to the parent or eligible student’s request;
4. The right of any person to file a complaint with the U.S. Department of Education if the school district violates relevant federal law, specifically the Federal Rights and Privacy Act (FERPA); and
5. The procedure which the parent/guardian or eligible student should follow to obtain copies of this policy, the locations from which these copies may be obtained, as well as any fees to be charged for copies. (*See administrative regulations available at the Board offices or any school office.*)

Per ORC 3319.321, the school district designates the following personally identifiable information contained in a student’s education record as “directory information,” and it will disclose that information without prior written consent, except where the request is for profit-making plan or activity. The school district plans to use the directory information as it relates to school activities and programs.

Student’s name	Student’s telephone number
Student’s address	Student’s date & place of birth
Major field of study	Student’s extracurricular participation
Dates of attendance	Date of graduation
Student’s weight/height if a member of athletic team	Awards received

Administrative regulations will set forth the information noted above as the annual notification to parent(s)/guardian(s) and eligible students of the school district’s definition of directory information. Parent(s)/guardian(s) or eligible students will have two weeks to advise the school district of any or all items which they refuse to permit the district to designate as directory information about that student.

Other than requests as described above, the school district will only release information from or permit access to a student’s permanent file with prior written consent, except that the school Superintendent or his designee may permit disclosure in certain limited circumstances outlined under administrative regulations (e.g., transfers to other school districts, to comply with judicial order or subpoena, where warranted in health or safety emergency, etc.).

SAFETY PLAN

In order for students and staff members to be prepared in the event of an emergency, security drills will be employed throughout the school year. Every action that a student takes (verbal or physical) will be taken seriously! The Crisis Management Plan is on file in both the Superintendent’s office and building principal’s office for your review.

For the safety of our students, all individuals visiting the school who are not either a district employee or student must report to the office and wear the appropriate badge/tag as a visitor, volunteer, or substitute teacher.

Important information for parents . . .

In the event of a crisis, the Crisis Management Team or school officials will implement a plan to notify parents of the nature of the crisis and where their children can be located after the crisis. However, the first priority of the Crisis Management Team is to handle the crisis, therefore improving the safety of the students, and staff members.

Furthermore, parents should recognize that early dismissals and emergency closings are possible; parents must review with their children what students should do in the event of abnormal school operations - where to go from school, with whom, by what route.

If a crisis or emergency arises at school, planned procedures will be implemented:

1. The Crisis Management Team will be activated and appropriate steps will be taken to provide the safest possible environment for students and staff.

2. Parents are responsible for updating emergency forms for their students for changes or additions: new phone numbers, medical information, change of address, change in e-mail address, persons responsible for picking up students, cell numbers—any essential information about a student.
3. Some situations may require students to remain at the school; depending on the nature of the crisis, the school may be one of the safest places for students to be located.
4. No students will be dismissed from school unless a parent and/or legal guardian arrive for the student. The parent and/or legal guardian will be required to show proof of identification before the student is released.
5. In the event that dismissal of students continues past normal school hours, sufficient staff will remain to assist with student supervision until students have left the school, whether by school bus, school van, or by parent, legal guardian, or pre-designated person(s).
6. If an overnight stay is necessary for students and staff, parents will be notified. Arrangements will be made for food, blankets, medical records and special needs.
7. If possible, television coverage will inform parents about the status of the school and dismissal times. Information and specific directions for parents will be announced via the media.
8. Please do NOT call your student, or the school/building of your student via cellular or other communication device. We must have all communication lines open for emergency calls.
9. During or immediately following an emergency, do not drive to the respective school/building. The school's access routes and entrances must remain clear for emergency vehicles.
10. Support services and counseling personnel will be available soon after the crisis to provide needed care and assistance.
11. Parents will NOT escort students to classroom at any time.

GUIDANCE / SCHOOL COUNSELOR

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretations of test scores, and help with personal problems. Children are referred to the counselor by teachers, parents or the principal. A parent who feels their child could benefit from these services should contact the school office for more assistance in arranging for counseling. Check the school website for additional information.

LIBRARY MEDIA CENTER

Students are encouraged to use the media center. Learning the proper use of the various facilities is necessary so all students can benefit from the resource center. Computers, and a learning atmosphere, in addition to numerous books and periodicals, are available to assist those who need help. Parents should be aware that fines are assessed for books lost or damaged.

TELEPHONES

Messages and deliveries from home MUST be left in the school office. Students will be called out of class only in an emergency. Students will be permitted to use the school office telephone for emergencies only. This helps children to learn to plan ahead and keeps phones available for school business. Students are NOT permitted to use cell phones during school hours.

SUBSTITUTE TEACHERS

Our school is fortunate to have qualified people who help us whenever our regular teachers are ill or not able to be in their classrooms. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain these are good impressions by being polite, cooperative, and considerate. The visiting teacher is doing all of us a service and is to be treated with as much respect as the regular teacher.

VISITORS / VOLUNTEERS

All visitors to the school, including parents, must register in the office immediately upon arrival. Parents and community members who visit our school to observe/present a classroom event, assembly, play, etc., must register in the office immediately upon arrival. Visitors will NOT go to their child's classroom. Parents are REQUIRED to wait in the front lobby or reception area for their child. Unannounced visitors are not permitted to observe/interrupt the education process and are not allowed to leave the office area without permission of the building principal.

Parents and community members who want to work with our staff or students, must have a Background Check that is on file with the school office. Details regarding the Background Check will be provided by each school. Volunteers must also sign in at the office and wear a badge while in the building.

When bringing items to school, visitors/volunteers are asked to please bring them to the school office. Also, please be careful when driving in the driveways and parking areas surrounding the building. Please park in the community lot closest to the main public entrance to the school.

FIRE, TORNADO AND SECURITY DRILLS

When the alarm sounds or when students are given instructions over the PA for a fire, tornado, or security drill, the students are to follow the directions given by the teacher. When appropriate, the students will either leave the building or go to their assigned locations quietly. Running, pushing, and yelling are not permitted during the drill/emergency. Students are expected to cooperate by following directions during the drill/emergency and remain calm and quiet.



SUPPLIES

Students are required to have the basic supplies necessary for the appropriate grade level. Generally, parents are advised of materials needed in the classroom through a note from the child's teacher. The PTO may provide a school store managed by volunteers. Parents are asked to replenish basic supplies at the end of the first semester of school. Supply lists can also be found on the schools web site: www.sugarcreek.k12.oh.us.

PERSONAL BELONGINGS



Students should not bring personal toys to school unless they have permission from their teacher; this includes items such as electronic games, personal music/sound players, and trading cards of any type. Cell phones are not to be turned on or used at the elementary school during the instructional day. The school will not be responsible for breakage or theft of the student's personal belongings. Make sure your child has his/her name on all personal items.

LOST AND FOUND

Students who find lost articles are asked to take them to the office. To recover lost items, students should check lost & found - - - check the front foyer at Stephen Bell and in the cafeteria at Bell Creek. If items are not claimed by the end of each quarter, they are donated to Goodwill.

CONTRABAND / NON-ACADEMIC ITEMS



Students are expected to bring to school only items/materials needed for classroom activity or assigned by the teacher. Items that are potentially dangerous, harmful, or disruptive are not permitted in the school and possession will result in disciplinary action. Scooters, wheels on shoes and skateboards are not permitted. Cell phones must be turned off during the entire school day and kept in the student's locker. Cell phones found on the student during the school day will be held in the office (without the battery) for parent pick-up. Students should also not bring large amounts of money to school. The school will not be responsible for lost / stolen items.

SCHOOL PICTURES

Pictures are taken by the school photographer. Students/parents will be notified when the scheduled "picture day" will occur. If for some reason your child is absent on this day, contact the school office for any alternate scheduling. Students will have individual pictures taken in the fall and class pictures taken in the spring. Yearbooks will be sold through Walsworth Publishing. Parents will receive the website address to make optional purchases.

BIRTHDAY

A birthday is a very special day for a youngster and a day to be shared with friends. Therefore, we do allow parents to arrange for a class treat to help their child celebrate. Parents should contact the child's teacher prior to the "special day" to be sure it is convenient to bring something (treat, goodie bag) to school. Teachers may deny food items. In all cases, refreshments should be in sufficient quantity so all classmates will be included. It is suggested that treats be limited to foods which are easy to handle and not messy to serve. We ask that you not send invitations to private birthday parties to school. We request that NO balloons or flowers be delivered for students during school time. Stephen Bell and Bell Creek are latex-free buildings; NO balloons for PTO parties. Please have your deliveries made at home. NOTE: Please be aware of classrooms housing peanut butter sensitive students when making food donations. If treats are made at home, they should be individually wrapped in a baggy.

FIELD TRIPS/ASSEMBLIES

Field trips and assemblies may be held with the aid of donated funding during the year. These may be professional or student-prepared presentations. Students are to use courteous group manners. Displaying positive reactions to the presenters is expected. Behavior during classes and at field trips/assemblies determines the individual student's privileges to attend future field trips/assemblies. If the student permission slip to attend field trips/assemblies/movies is not returned on time, the student **will not** be permitted to participate in the activity. All students are expected to ride the bus to and from school. If a student goes to and/or leaves a field trip with the parent, the parent will sign their child out. No child will be permitted to leave from a field trip with an adult who is not their parent. No siblings are permitted to attend field trips. Students attending a Field Trip for a class in which they are not enrolled in will be counted as an unexcused absence.

TEXTBOOKS

Public school children in Bellbrook-Sugarcreek Schools are fortunate to have textbooks/Chromebooks furnished at public expense. Since books are expected to last a period of years, proper care is required. In cases of abuse, misuse (beyond normal wear), or loss, fines will be assessed. Also, library fines are charged for books not returned on time.

REPORT CARDS

Bellbrook-Sugarcreek Schools will provide a hard copy of the report cards for students in grades K-5. Parents may access online report cards via Progress Book for students in grades K-12. If you need assistance to access your child's account, or do not have computer access, please contact the school. The purpose of the report is to improve parent/teacher communication and to inform the parent of specific classroom problems. The Online Progress Book is updated every two weeks (BCI teachers will update Progress Book seven (7) days after an assessment is given, 10 days for reports/projects). Teachers are available for conferences anytime. Parents wishing to arrange a conference with a teacher should contact the teacher by phone or e-mail.

PROMOTION, PLACEMENT, AND RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student may be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

POSITIVE BEHAVIOR INTERVENTION SUPPORTS

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture. PBIS is needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (small group), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

TIER 1:

Students will be recognized at one or both buildings for good choices. The recognition may include: Principal reward quarterly movie, Building/Classroom Bucket, Building/Classroom rewards, Classroom certificates, Character Coupons, Character Education Circle lessons, Principal/Teacher announcements of students, School-wide Motto "It's Your Choice, Make it a Good One", School-wide Color Behavior System shared daily with parents.

TIER 2:

Small group incentives, small group support with Guidance Counselor/Teacher, Behavior data collection, Behavior Plan

TIER 3:

Individual behavior data collection, Individual Behavior Plan, Individual support with Guidance Counselor/Psychologist, Individual incentives

COMMUNICATIONS



Classroom teachers will send home information via e-mail and/or Google Classroom. Make sure your e-mail address is up-to-date in *FinalForms*. Please follow us on social media for regular updates.

STUDENT FEES

The fees for the school year have been approved by the Board of Education. The fees are based upon the quoted costs of materials and instructional supplies at the time of approval and publication of the Student-Parent Handbook. Should it become necessary to increase/reduce any of the fees, announcements will be sent home with the student. An itemized list of materials is available upon request in the office. Student fees will be collected at the beginning of the year. Checks should be made payable to Bellbrook-Sugarcreek Schools or parents may use their credit card to pay in the school office. Specific fee information will be sent home within the first week of school.

LUNCH

Lunches are available each school day. The price of the lunch is \$2.75. Forms for free/reduced lunch can be picked up in the main office. This will reduce the amount of time a student waits in line for their lunch. Payments to lunch accounts can be made online using the link on the district website.

SNACKS

Due to the young nature of the students at Stephen Bell Elementary, teachers may elect to allow a daily healthy snack option in their classroom. This healthy morning/afternoon snack may be supplied by the parent and/or the teacher. We must take into consideration any student who has an allergy as well. Snack examples may be pretzels, crackers, vegetables, fruit, etc.

Bell Creek Intermediate will not have this daily healthy snack option in the classrooms.

HEALTH SERVICES

The goal of school health service in Bellbrook-Sugarcreek Schools is to promote an understanding of positive health practices with the desired outcome of maintaining and improving the state of health in the school community. This goal will be accomplished through a program of providing minor emergency care, monitoring contagious diseases, identifying health needs through screening programs, enforcement of state rules and regulations regarding immunizations and providing current information about diseases, illnesses and health practices.

HEALTH CLINIC

A nurse is assigned to each building. The school nurse is available for consultations and handles any medical emergency that may occur during school hours. Please consult your school nurse should your child have medical/medication needs during the school day. The office staff and the nurse work closely together to manage all student medical needs. Children will be sent to the clinic for first aid and assessment of illness/injury by the nurse. After assessment of illness/injury, the child will return to class as soon as able. If they are unable to return to class, the parent/guardian will be notified by the nurse or a member of the office staff. The office staff assists the nurse if she is working in another building or completing necessary nursing tasks throughout the building.

All forms will be completed in *FinalForms*. It is imperative that parents provide current phone numbers throughout the school year in case of illness or emergency.

COMMUNICABLE DISEASES

Emphasis on perfect attendance frequently encourages students to be in school when potentially contagious to others. Please take into consideration the following conditions that may require a student to be excluded from school:

- Fever (elevated oral temperature of 100.4 degrees or above) – readmitted after temperature is normal for 24-hour period of time, without fever reducing medications (such as Tylenol or Advil).
- Upper respiratory symptoms with coughing, green/yellow nasal discharge, or body aches, may indicate the flu or an infection, especially if accompanied with a fever.
- Vomiting and diarrhea may also be signs of a communicable disease, especially with multiple episodes. Students should be excluded from school until symptom free for a 24-hour period.
- Conjunctivitis (pink eye) – readmitted after treatment for 24-hours with antibiotic eye medication and/or no evidence of discharge in the eye unless determined to be allergic conjunctivitis.
- Suspicious skin eruptions, intense itching, and/or rashes of undetermined origin.
- Head lice until initial treatment is completed and all live lice are removed from hair and/or by the discretion of the school nurse.

Please report your child's specific contagious illness to the office personnel in order to monitor potential exposures within the classroom and to provide accurate information on reports to Greene County Combined Health District. Please let the school know of any changes in your child's medical condition.

HEALTH SCREENINGS

In the interest of student health and in promoting positive health practices, the Bellbrook-Sugarcreek Schools shall conduct a program of health screenings as mandated by state law and recommended by local health care practitioners. The screenings shall be conducted during the school year as follows:

- Vision : School-aged children shall be screened at six grade levels - - K, 1, 3, 5, 7 and 9. Students may be screen in additional grade levels as needed or requested.
- Color Deficiency (K boys only)
- Hearing : School-aged children shall be screened at seven grade levels - - K, 1, 3, 5, 7, 9 and 11. Students may be screened in additional grade levels as needed or requested.
- Postural (Scoliosis or Kyphosis) - - grades 6, 7 and 8.

Although not conducted routinely at this time, other screenings may include the following: Dental, Blood Pressure, Head Lice and Body Mass Index (BMI).



IMMUNIZATIONS

Students enrolled in preschool through grade 12 are required to have *written* proof on file that they have been immunized. To be in compliance with current Ohio law, students in grades K-12 will need the following vaccinations:

- Diphtheria, Tetanus, Pertussis: Four (4) or more of DTaP or DT or any combination
- Tdap: Grades 7-12 only – one (1) dose of Tdap vaccine booster
- Polio: Three (3) or more doses of Polio (IPV or OPV) or four (4) doses if combination of IPV and OPV received
- MMR: Two (2) doses of measles, Mumps and rubella (MMR)
- Hepatitis B: Three (3) doses of Hepatitis B (HBV)
- Varicella: Two (2) doses of Varicella vaccine for grades K-7 and one (1) dose required for students in grades 8-11.
- Meningococcal (MCV4): One (1) dose required for grades 7-8; two (2) doses of MCV4 for grade 12 unless 1st dose given on or after the 16th birthday

Additional vaccines recommended, but not required, includes Hepatitis A, Gardasil (HPV), Pneumococcal and Influenza.

Students who are not in compliance are to be excluded from school attendance no later than the fifteenth school day after admission unless otherwise exempt. An immunization exemption form must be on file if a child is not fully immunized due to religion/personal reasons. Exclusion from school may happen in the event of a communicable disease outbreak for those students who are not fully immunized.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed within the *FinalForms* account in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

If parents do not complete *FinalForms*, this may jeopardize a student's educational program.

POLICY FOR ADMINISTERING MEDICATION

The policy concerning administering medication to students is a requirement of State law. Parents are encouraged to read the policy noted below so they will know how to arrange with the school if medication is to be administered to their child during the school year.

Medications to be Administered at School: Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all prescribed and non-prescribed medications are to be given by the parent at home. If it is necessary to dispense any medication during regularly scheduled school hours and/or school sponsored activities, it will be done in accordance with the following procedures:

1. The appropriate person(s) appointed by the building principal will supervise the secure and proper storage and dispensation of medications. A prescribed drug must be received at the school office, in person, from the parent /guardian in the container in which it was dispensed by the licensed health professional.
2. Written permission must be received from the parent or guardian of the student, requesting that the school district comply with the licensed health professional's order. (Parent should file Form: CO-0880-1 at the school office.)

3. The person(s) designated by the principal must receive and retain a statement complying with Ohio Revised Code and is signed by the licensed health professional who prescribes the drug. (Form: CO-0880-1)
4. The parent, guardian, or other person having care of charge of the student must agree to submit a revised statement by the licensed health professional who prescribed the drug to the nurse or other designated individual if any of the information originally provided by the licensed health professional changes. A new form CO-0880-1 must be placed on file for each school year.
5. No person who is authorized to administer a prescribed drug and who has a copy of the most recent licensed health professional's statement would be liable in civil damages for administering or failure to administer the drug, unless he/she acted in a manner that would constitute "gross negligence or wanton or reckless misconduct."
6. No school person employed by the Board of Education will be required to administer a drug to a student except pursuant to requirements established under this policy. The Board of Education shall not require an employee to administer a drug to a student if the employee objects on the basis of religious convictions to administer the drug. (Legal References: O.R.C. Sections 3313.711, 3313.712, 3313.713, 4729.01)
7. Only in special circumstances as determined by the physician and parents, students may carry certain emergency medications such as an Epi-pen, rescue inhaler or Glucagon on their person. However, parents should also provide the school clinic a back-up in the event that the medication is misplaced, left at home or student requires an additional dose. Form CO-0900, Authorization for Student Possession and Use of Medications, must be completed by physician and parent.
8. Cough drops are permitted. For safety reasons, please notify the classroom teacher and the school nurse if your child needs cough drops. Parent/guardian may provide your child with their own cough drops or non-mentholated/pectin lozenges are available in the health clinic.
9. The Board of Education recognizes that at times students may benefit from parent-recommended over-the-counter (OTC) medications for symptomatic treatment of minor illness, allergy or pain. Under this policy, administration of OTC medication(s) may be allowed, with parental consent only. Form: CO-0870 *Authorization for Administration of Non-Prescription/Over-the-Counter (OTC) Medication* must be completed and submitted by parent/guardian to administration of medication. The OTC medication form is available in *FinalForms* and can be updated at any time.

STUDENT ACCIDENT INSURANCE

Accident insurance is offered to the parents of all students. Forms are sent home with the student and should be returned as soon as possible. Child enrollment is voluntary and at parent expense. The school merely acts as a resource in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the insurance company.

ATTENDANCE

I. Introduction

The Board of Education requires all students enrolled in the schools of the District to attend school regularly and in accordance with the laws of the State of Ohio. Regular daily class attendance and punctuality are necessary in order for the learning process to be effective. Frequent absences disrupt the instructional process, which requires a continuity of classroom learning experiences, pupil interaction, and study in order to reach the goal of maximum educational benefits for each student. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. We are aware that there are

occasions when a student cannot be present and thus may miss an essential learning experience. However, our concern is with each student's total participation, which is reflected in the attendance policies that follow.

II. Grades K-5 Attendance Policies

Regular daily class attendance and punctuality are necessary in order for the learning process to be effective. Studies show that students who miss school frequently experience great difficulty in achieving the maximum benefits of instruction. We are aware that there are occasions when a student cannot be present and thus may miss an essential learning experience. All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school. It is the responsibility of the parent/guardian to cause the child to attend school. (ORC 3321.03).

Per HB 410, we now operate under a 65-HOUR ABSENCE POLICY meaning we no longer are permitted to count absences by days but rather by minutes/hours. Up to 65 hours of absence (including tardies or early dismissals) from school per school year for the reasons identified as "Excused Absences" may be documented by a parent note. Tardy/Early Accumulation will start over each quarter and will count as a minimum of one hour. Medical notes shall be required for every absence after the 65 hours of absence regardless whether those 65 hours are excused, unexcused, or a combination of both. The physician's written excuse or court documentation must be received within three days of the absence. Physician's excuses may only excuse absences or tardies to school for the specific date(s) the student was under direct medical care.

ABSENCE FROM SCHOOL PROCEDURES

Parents or guardians MUST phone the school SB (937-848-7831) or BCI (937-848-3777) before 8:55 a.m. for Stephen Bell and 8:15 for Bell Creek to report student absences. After 8:55 a.m. a phone call will be made to the home. In the event that phone contact is not made, a signed note from a parent or guardian explaining the reason for the absence MUST be submitted on your return to school. Students who return to school without a phone call or note will be considered truant unless an excuse is provided from a parent/guardian within 24 hours of their return to school.

TARDY/EARLY DISMISSAL SCHOOL PROCEDURES

Each time a child arrives late or leaves school early, he/she is missing vital teaching and learning time. All tardy/early dismissals will accumulate towards the 65-hour threshold and will be counted as a minimum of one hour. If it is necessary for a child to leave school early:

1. A verifiable note from the parent/guardian must be delivered to the main office on the day the student is to be dismissed early.
2. The student will be issued an early dismissal pass for the time that is on the parent note.
3. Students must present the note to his/her teachers at the approved time of dismissal. Parent/guardian must sign out their son/daughter in the main office.

MAKE UP WORK

Students are responsible for making up class work missed due to any absence. As a general rule, a student will receive one day per each day of excused absence to make up missed work. Additional days may be granted upon administrative approval.

TRUANCY DEFINED

Excessive Absences: 38 or more hours in one school month (30-day period) with or without legitimate excuse
65 or more hours in one school year with or without legitimate excuse.

PROCEDURES FOR EXCESSIVE ABSENCES -

1. The district will notify the student's parent in writing within seven (7) days of the triggering absence;
2. The student will follow the district's plan for absence intervention; and
3. The student and family may be referred to community resources.

Habitual Truancy is defined as follows and includes "Excessive Absences":

30 or more consecutive hours without a legitimate excuse

42 or more hours in one school month (30-day period) without a legitimate excuse

72 or more hours in one school year without a legitimate excuse

*Habitual truancy may lead to juvenile court involvement

PROCEDURES FOR HABITUAL TRUANCY -

1. Within seven (7) days of the triggering absence, the school will do the following:
 - a. Select members of the AIT (Absence Intervention Team)
 - b. Make three (3) meaningful attempts to secure the student's parent/guardian's participation on the AIT.
2. Within ten (10) days of the triggering absence, the student will be assigned to the absence intervention team;
3. Within fourteen (14) days after the assignment of the team, the district will develop the student's absence intervention plan;
4. If the student does not make progress on the plan within 61 days OR continues to be absent without legitimate excuse while the absence intervention plan is in effect, the district will file a complaint in Juvenile Court.

ABSENCE CATEGORIES

Excused Student is absent from school with his/her parents' knowledge and the reason is deemed valid under the law. Students, parents and guardians should understand that absences may only be excused based on the definitions established by the State of Ohio. Phoning the school or sending a note does not automatically excuse an absence. The following are VALID reasons for absence from school:

1. Personal illness: The assistant office may require a physician's note. On excessive absences, a letter may be sent to the parent. Parent contact will then be requested. A doctor's statement may be needed for any future absence. Continued absences may result in a referral to juvenile court or further consequences including expulsion.
2. Doctor or dental appointments: Such absences are for the actual time necessary to complete the appointment and are not to be considered a reason to be absent for a whole day.
3. Illness in the family: Instances will be discussed and determined by attendance office.
4. Death of a relative: Absence is limited to three days unless reasonable cause can be shown for an extension.
5. Observance of religious holidays: A student may be excused for the purpose of observing a religious holiday, provided it is required by his/her religion. If observance of such holiday requires only attendance at a religious service, the student should attend such service before or after school if possible.
6. Vacation:
 - Parent should contact building principal to explain the family vacation request.

- The building principal will review the student's past attendance records, grades, and current attendance record and academic standing before rendering an approval.
 - All Absences due to vacation will accumulate towards 65-hour threshold.
 - Vacation requests shall not be granted to students who have accumulated 65 hours or more absence.
7. Subpoena to court: Documentation from court is necessary for the absence to be excused. The absence is excused for only the time required to be in court.
 8. Emergency or set of circumstances which in the judgment of the administration constitutes a good and sufficient cause of absence.

Unexcused student is absent from school with his/her parents' knowledge, but for a reason deemed to be unacceptable under the law.

EXTENDED ABSENCE/HOME TUTORING

This service is provided for all students who will be out of school for an extended period of time due to illness verified by a doctor. The student's guidance counselor facilitates home tutoring.

EARLY DISMISSAL

For the protection of all concerned, all students must be signed in or out of the office by the parent or guardian if they report late for school, leave during the school day, arrive at school from a doctor's appointment, or do not ride the bus home from school.

A note must be given to the teacher stating the reason and time for early dismissal. Having received a request for an early dismissal, the teacher will send the student to the office at the appropriate time of the dismissal. Please check the school calendar for district delayed starts/early release dates and times.

SENDING NOTES TO SCHOOL

It is important for parents to inform the school of changes in their child's normal schedule. Notes of explanation must be sent to the child's teacher explaining such situations as:

- Absence from school
- Requesting early dismissal
- Change in bus transportation or other transportation home
- Required medication by a physician
- Family vacations



All notes must include the current date, the child's name, homeroom teacher's name, and parent signature and current home/work telephone numbers.

Any changes in daily transportation from school at the end of the day need to be communicated through a note. Phone calls with changes in transportation will be accepted until one (1) hour prior to dismissal.

TRANSPORTATION (937-848-4029)

For the safety of all students, we are asking parents to be visible from the bus stop for students in grades Kindergarten through 2. It is permissible to have another adult or an older sibling you have in charge for your child. The bus driver will not drop off students unless there is someone visible from the bus stop. If no parent/guardian is visible, the student will then be brought back to the compound for someone to pick up at that

location. We know these are busy times and often parents can't get back in time for their child - - this procedure helps put a safety plan in place to support our children.

All students attending the school are expected to follow the rules set by the Superintendent and Transportation Coordinator. If a parent/guardian wishes the student(s) to ride a different bus, the following guidelines will apply:

1. Parent/guardian will request in writing on the proper form a request for the student(s) to ride a different bus; all information must be complete and legible. Forms are available on the school web site and at each school office. Requests must be made a minimum of 72-hours prior to the date requested and no calls will be accepted after 2:00 p.m. (excluding weekends and non-school days).
2. The request will be forwarded to the Transportation Coordinator for approval and subsequently, to the Building Principal.
3. The Transportation Coordinator will contact the parent/guardian if request is not approved.

Generally, bus transfers will NOT be issued. Due to increased enrollment and budget constraints, most buses are at capacity load and, for safety reasons, switching of buses will only be approved with prior authorization. This is in accordance with State Guidelines.

The basic responsibilities for a pupil riding a Bellbrook-Sugarcreek School District bus are:

[Each student will follow the Ohio Revised Code and Guidelines. (3301-83-08, 3301-83-09)]

1. For SAFETY REASONS, pupils shall arrive at the bus stop five (5) minutes before the bus is scheduled to arrive. Pupils must leave or board the bus at location they have been assigned, unless they have parental and administrative authorization to do otherwise. Pupils are to wait in a location clear of traffic and in their SAFE ZONE (20 steps away from the bus stop.)
2. Pupils crossing in FRONT of the bus MUST WALK 20 STEPS in front of the bus and watch the DRIVER for a hand signal when it is safe to cross the street. Pupil must listen for a horn from driver, if situation becomes unsafe and follow instructions from driver. NO STUDENT WILL WALK BEHIND OR TO THE BACK OF THE BUS.
3. Behavior at bus stops must not threaten life or property of any individual. Students are to stand in an orderly line to board the bus. School district employees are not responsible to monitor student behavior at bus stops. Parents in the neighborhood are asked to talk with their children about bus stop behavior.
4. Pupils are expected to enter and leave the bus in an orderly single file. The use of any device (such as headsets, ear muffs etc.) is prohibited while loading and unloading the bus. They must go to an available or assigned seat and may not take more than one-third (1/3) of a seat when the school bus is loaded to capacity. Students will remain in their seats until the bus comes to a complete stop at the designated drop point and the air brake is set.
5. Aisles and exits should remain clear of students' possessions. Pupils may carry on the bus only those objects that can be held in their lap. No hazardous objects, skate boards, glass or animals are permitted.
6. Pupils must not THROW or PASS objects on, from, or into the bus. Pupils will not yell, stomp feet, or clap hands; sudden noises can cause accidents. Pupils must not put head or arms out of the bus windows.
7. Pupils must observe classroom conduct and obey the driver promptly and respectfully. Students will not use profane language, tobacco, alcohol, or drugs on the school bus.
8. When the school bus is stopped for any railroad tracks, all passengers must be silent until the crossing is completed.



School Bus Conduct Violations

In the interest of safety for all students riding school buses, a pupil will be reported for disobeying the rules and regulations and may be suspended from riding the bus. Refusal to submit to the authority of the school bus driver shall be sufficient reason to deny school bus transportation service to any student. The privilege of riding a school bus will exist so long as proper conduct warrants the service. Whenever it becomes necessary to deny transportation to a student, school authorities shall notify the parents of reasons for denying transportation.

Student Discipline

Each student is expected to follow the school policy, bus rules, and guidelines set by the Board of Education, district administration and State of Ohio.

TRANSPORTATION GUIDELINES:

- Student not sitting properly on seat will receive three (3) warnings before a formal write-up.
- Student must stay seated until the bus is at a complete stop and the airbrake is on. Three (3) warnings before a formal write-up.
- Student must be respectful of driver at all times. First offense will result in a formal write-up. Building principal will be notified. Parent will be called or notified.
- Student not at assigned ("place of safety") before bus arrives and after drop off will result in formal write-up. Parent will be notified.
- Student attempting to board another bus without proper permission and paperwork will result in formal write-up and sent to authorized bus. Principal and parents will be notified.
- Verbal altercation for foul language will result in an immediate formal write-up and one (1) day suspension of bus privileges. Building principal will be notified and possible additional discipline.
- Physical altercation or touching someone in an unkind way will result in an immediate formal write-up and possible three (3) days suspension of bus privileges. Building principal will be contacted for any further discipline. Parent will be notified.
- Any act of vandalism, marking or destroying any part of a bus will result in a formal write-up. Parent will be billed for replacement or repair. Student will be referred to the building principal and possible discipline.
- Throwing of any object inside or out of bus window will result in formal write-up and possible suspension of bus privileges. Principal and parent will be notified.
- Possession or use of tobacco, e-cigarettes, drugs, or alcohol will result in immediate suspension of bus privileges and referral to building principal and Superintendent for further discipline. Parent will be notified.
- Carrying of weapon and/or verbally threatening another person's life will result in immediate suspension of bus privileges and referral to building principal and Superintendent for further discipline. Parent will be notified.

If a student, while riding the bus, becomes a discipline problem and the bus driver feels that he/she needs assistance in resolving the conflict, the following procedure will take place:

- First offense: student receives a verbal warning from the school bus driver.
- Second offense: If unacceptable student behavior continues, the school bus driver fills out a "Bus Conduct Report." This report is submitted to the Transportation Supervisor. A conference will be held with the student and recommendations regarding disciplinary action will occur.
- Third offense: If unacceptable conduct continues, a second "Bus Conduct Report" is filed. The disciplinary action taken will be determined by the seriousness of the unacceptable student behavior. A conference may be requested with the student, bus driver, and parents as a means of resolving the problem. Unacceptable behavior by a student could result in suspension of bus privileges.

- A severe school bus rule infraction involving safety could result in immediate suspension from the bus. (NOTE that when a student is suspended from riding the bus, he/she is still expected to attend school. Any absences during the days of suspension will be unexcused absences.)

BEHAVIOR AND EXPECTATIONS FOR ELEMENTARY STUDENTS

Basic Policy for Behavior

We believe that an atmosphere must prevail in the schools where learning can flourish--an atmosphere free from uncertainty, discrimination and oppression, but also free of fear, disorder or disruption--an atmosphere where each student will be safe from harm to his/her person, and property.

Behaviors and Responsibilities

It is the responsibility of each student to assume control of his/her actions. We expect students to comply with the rules.

1. Each person shall act courteously and show respect to those with whom he/she comes in contact students, staff and other employees, volunteers, and visitors.
2. Each person shall respect school property, including taking care of books, desks, and using equipment for its intended purpose.
3. Every effort shall be made to maintain the original condition of property. The person(s) responsible for damaging property shall restore it or be assessed the cost of repairing same.
4. Each person shall respect the property of others. Permission must be requested before using things belonging to another person.
5. BCI students are to be responsible for doing homework correctly and returning it to the teacher on time. Homework is assigned by teachers to reinforce skills learned in the classroom and to help the student become more responsible. Homework notices will be issued to all students missing homework assignments. They are to be signed and returned the following day with the missing assignments.
6. Students are expected to enter the classroom promptly and quietly and to remain in class while the class is in session.

Specific Expectations

1. Students are expected to walk through the halls and in the classrooms in a quiet and orderly manner.
2. Fighting, and encouraging others to fight, is prohibited. Fighting involves the obvious intent of one or both participants to hurt or injure the other. "Obvious intent" is defined as the use of a fist, teeth, elbows, knee, or foot to inflict a blow upon the other person.
3. Students are expected to bring to school only items needed for enriching the school program. NO squirt guns, balloons, cap guns, radios, tape players, knives, guns, sharp objects, firecrackers, smoking paraphernalia, or other objects or potentially harmful paraphernalia is permissible. Items taken from students will be confiscated until the end of the school year.
4. Students are not to chew gum while on school property or on field trips.
5. Students are expected to use language (written or spoken) and gestures that are appropriate to a wholesome school setting. In addition, no suggestive or pornographic pictures, books, magazines or any other form of reading/viewing materials will be permitted.
6. Students will not participate in rough play, tripping, jumping on the on the backs of other students, throwing snowballs or other objects as such activities could cause harm to others.

7. Students are expected to wait at drinking fountains without pushing or shoving.
8. Students are expected to have a pass when going to the office, clinic, restrooms, or water fountain.
9. Spitting in any manner is prohibited!
10. Tobacco, narcotics, unauthorized medications and alcoholic beverages are not permitted on school property. (All medications are to be left at the office and taken as prescribed. See policy on administering medications to students at school.)
11. Students are to be clean and appropriately dressed according to the weather. Halter tops, short-shorts, see-through shirts, unbuttoned shirts, spaghetti-strap tops, muscle shirts and bare midriffs are not suitable school attire. Tongue rings are banned at school. Other body piercing is under scrutiny of the administration. Clothes depicting support of alcohol/drugs/tobacco or weapons use or which have unacceptable language/insinuations printed on them are not permitted.
12. Shoes worn must be appropriate--rubber sole, gripping types. No high-heel shoes or shoes with slick soles will be permitted.
13. Students are expected to follow the rules developed by each teacher including special areas such as: library, assemblies, gymnasium, restrooms, playgrounds, classrooms, fire/tornado drills and/or emergencies, while on field trips and generally, all other locations under the jurisdiction of the school administration.
14. Students are not to sell candy, tickets, books, etc. during school hours and/or on school property, without prior approval of the principal.
15. Students are expected to remove their hats and sunglasses when entering the building and leave them off until school is dismissed.
16. Students are to respect the property rights of our neighbors. Stay off private property!
17. Students are not permitted to leave school property during school hours without having an authorized adult in the school office sign them out to the custody of an authorized adult.
18. Physical violence displayed against any staff member, administrator, volunteer or visitor is prohibited.
19. Windows in the building are to be opened and closed by teachers only. Students shall remain away from these windows at all times.
20. Lockers are school property and may be opened and/or inspected by school personnel at any time. Do not leave money or valuables in your school locker. Students are responsible for the condition of their locker. Any signs on lockers are to be taped with masking tape only!

Lunchroom Expectations

1. All cafeteria personnel should be treated with courtesy and respect.
2. Walk at all times.
3. Place coat and playground toys in designated areas.
4. Students are expected to stand in line quietly. Cutting in the lunch line, pushing, shoving, fighting, or yelling is not permitted. Students should have paper money unfolded before arriving at the cash register.
5. Students are expected to talk at respectful levels of sound while in the cafeteria. Yelling, whistling, popping bags, pounding, and other unnecessary noises will not be permitted.
6. If noise becomes excessive the cafeteria supervisor will give a warning. If this warning does not stop the excessive noise the students will be asked to eat in silence for the remainder of the lunch period.
7. Students are expected to remain properly seated unless they are given permission by the supervisor to leave their seat.
8. Good table manners are expected from all students. Students will not play with their food or take food from others.

9. Students are expected to clean up their own spilled foods and eating accidents. All trash is to be cleared from the tables, and floor area, and thrown away at dismissal. The cafeteria supervisor will dismiss the students one table at a time after tables have been cleared.
10. Food, snacks, and beverages should be consumed only at lunch and at other approved designated times. No cans, bottles, or carbonated beverages are permitted. No food is permitted on the playground.
11. All students are expected to eat a balanced lunch every day. Snacks should not be purchased until the student has eaten most of his/her lunch.

Playground and Recess Expectations

1. Students are not to run into groups of students or across games.
2. Hard objects such as rocks, golf balls, or baseballs will not be thrown; balls of all types, other than 4-square balls, may be used only in the grassy areas of the playground. The 4-square balls may not be kicked on the blacktop.
3. When the grass is wet, muddy, or snow covered, students are to remain on the blacktop areas.
4. Students are to stay within sight of the supervising adult and remain within playground boundaries at all times.
5. All games are to be played according to “School Rules” as presented by the physical education teacher.
6. Students are expected to respond quietly and quickly when it is time to return to the building.
7. Wrestling, hitting, grabbing clothing, or other physical contact at recess or in line is prohibited.
8. Recess will be outside unless the wind chill is at below 25 degrees.

HARASSMENT POLICY

Students who engage in physical/sexual/verbal harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion. Harassment is an activity of any nature that is unwanted or unwelcome, including but not limited to, unwanted touching, patting, verbal comments, name calling, pressure to engage in sexual activity, propositions, and unwanted body contact.

BULLYING

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation (students may be given out-of-school suspension and/or receive a recommendation for expulsion for such actions/behavior). The Board’s policy applies to all activities in the district, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, in a school vehicle, or where an employee is engaged in school business.

DEFIANCE, NON-COMPLIANCE, INSUBORDINATION, DISRESPECT OF SCHOOL

Students shall comply with all school rules and promptly obey all directions by school personnel. It is up to the discretion of the Principal or Superintendent to involve the police in any matter considered compromising to the safety of students and/or staff.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

There are various ways to modify inappropriate behavior. Positive approaches will be utilized whenever possible. However, in cases where punishment is determined the best approach, the following range of consequences could be used. These are listed in ascending order of severity. It is the responsibility of school personnel to determine, in each individual case, the most appropriate approach for modifying behavior. Logical consequences will be applied depending upon the situation and needs of the student.

1. Verbal reminding
2. Removal from group activity or time out/loss of certain school privileges such as recess, assemblies, or field trips
3. Discipline Notice Ticket
4. Before school detention takes priority over any special event
5. Parent, pupil, teacher conference
6. Sent to see the principal *
7. Parent, pupil, teacher, principal, other personnel conference
8. In-School Studies
9. Out-of-School suspension (It is the student's responsibility to complete all assignments while suspended from school in order to receive credit. Students will be given the appropriate time to complete and turn in class work.)
10. Expulsion from school



* A student may be sent to the principal at any time during these steps. In addition, the principal may assign lunch detention to be served immediately. Parents will be notified depending on the severity of the behavior.

DRUG POLICY

No student shall use, possess, have in his/her locker, access to, sell, intend to sell, transport, give away, or conceal any drugs or paraphernalia that is commonly associated with drugs. Such articles shall include but not be limited to pipes, papers, clips, and all look-alike drugs, etc.

Use of Drugs -

- The School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted.
- The possession, sale, distribution or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. This includes non-alcoholic beers and wines, steroids, and the like. It is against the law, if you are under 21 years of age, to possess any tobacco substance. A student possessing tobacco will be suspended and may be referred to the Bellbrook Police Department. Many drug abuse offenses are also felonies.

Use of Breath-Test Instruments-

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage. The student will be taken to a private administrative or instructional area on school property with at least one other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook.

WEAPONS/ASSAULT

Possession of a Weapon-

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion.

Under Federal law, a firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device.

Possession of any such weapon requires the Superintendent to expel a student for a calendar year unless s/he modifies the expulsion based on consideration of one or more of the following specific circumstances:

1. The student is enrolled under an IEP or 504 Plan and the IEP or 504 Team recommends removal in accordance with the law.
2. The student was unaware that s/he possessed a firearm.
3. The student did not understand that the item s/he possessed was considered a firearm.
4. The student brought the item to school as part of an educational activity and did not realize it would be considered a firearm.

If a student is found possessing a knife, which is defined as any cutting instrument consisting of at least one sharp blade, the Superintendent may expel the student for up to one (1) year. The local police will be involved in cases where students possess, or make threats with, a weapon.

Use of an Object as a Weapon-

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or cause for civil action. This violation may subject a student to expulsion and possible permanent exclusion.

Purposely Setting a Fire-

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

Physically Assaulting a Staff Member/Student/Person Associated with the District-

Physical assault of a staff member, student, and/or verbally threatening to kill another person associated with the District, which may or may not cause injury could result in police involvement. Injury to a staff member may result in police involvement, charges being filed and the student may be subject to expulsion.

DISTRICT TECHNOLOGY GUIDELINES AND RULES

The district's information technology resources, including email and Internet access, are provided for educational purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your immediate teacher, supervisor or administrator to help decide if a use is appropriate. Adherence to the following rules is necessary for continued access to the district's technological resources.

Users must respect and protect the privacy of others by:

1. Using only assigned accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

Users must respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all district Internet filters and posted network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Notifying a staff member or administrator of computer or network malfunctions.

Users must respect and protect the intellectual property of others by:

1. Following copyright laws (not making illegal copies of images, music, games, or movies).
2. Citing sources when using others' work (not plagiarizing).

Users must respect and practice the principles of community by:

1. Communicating only in ways that are kind and respectful.
2. Reporting threatening or discomfoting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass, which may include taking pictures of staff/students and posting on the Internet).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. Not using resources to further other acts that are criminal or violate the school's code of conduct.
6. Avoiding spam, chain letters, or mass unsolicited mailings.
7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

Users may, if in accord with the guidelines/rules above:

1. Design and post web pages and other material from school resources.
2. Communicate electronically via tools such as email, chat, text, or videoconferencing (students may require a teacher's permission).

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a user's privileges to use the district's information technology resources. Further discipline may be imposed in accordance with the Board Policy up to, and including, suspension or expulsion depending on the degree and severity of the violation.

Supervision and Monitoring

The use of district owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use and disclose any data found on the school's information networks in order to protect and maintain the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

The district uses a technology monitoring system that conducts keyword searches of District Technology Resources, as defined in Board Policy. Keywords may include, but are not limited to inappropriate terms related to pornography, weapons, cyberbullying, and self-harm. These automated searches are conducted regardless of where the District Technology Resource is being used, including school grounds, home or other location. These automated searches may be conducted regardless of the time of day, including during school hours, after hours, weekend and holidays.

Once keywords are identified, a notification or "alert" will be sent to school district personnel, which may include the Director of Technology, the Director of Curriculum & Gifted Services, Counselor, Principal, Assistant Principal, Safety and Security Officer, and Superintendent of Schools. During school hours, designated personnel will review and evaluate the alert for content and credibility. In the event an emergency response is warranted, parents and/or local police authorities may be contacted. The district will put systems in place to make these alerts available to parents after school hours if they choose to receive them. Responsibility for enrolling in these alerts will be on the part of the parents/guardians. School personnel will continue to receive the alerts after school hours and may take such actions as are in accordance with Board Policy and the Student Code of Conduct.

The district cannot and does not assume any duty or obligation to continuously monitor any notifications or alerts received through these programs and systems. While school staff will make reasonable efforts to supervise the use of technology including the network and internet, it is impossible to supervise at all times. The alerts, monitoring, and tip lines can serve as an aid in the prevention or detection of potential self-harm, bullying, drug use or other harmful activities, but they are no guarantee.

The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

Disclaimer of Liability

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of email sent and received over any computer network.

The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection to use, operation or inability to use the system.

Internet Policy

The Bellbrook-Sugarcreek School District is pleased to offer access to the Internet through the district computer network. Our goal is to promote educational excellence by facilitating resource sharing, research, and communication. To gain access to e-mail and the Internet, all students must obtain parental permission and must sign and return a student agreement for which will come home with students early in the year.

The Internet is an electronic highway connecting computers all over the world, providing:

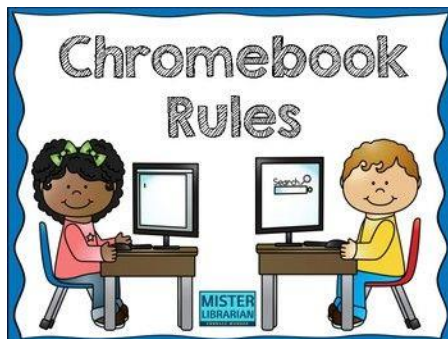
- information and news from a wide variety of sources
- communication with people and institutions all over the world
- public domain software and shareware of all types
- access to university library catalogs, Library of Congress, and more

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging message with Internet users throughout the world. With access to such a broad range of resources comes the availability of material that may be considered unacceptable in the school setting. While school staff members will take precautions to restrict access to material that may be illegal, defamatory, inaccurate or potentially offensive to some people, it is impossible to control all material. We firmly believe that the benefits to education and students from access to the Internet far exceed any disadvantages. But ultimately, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information resources. To that end, the Bellbrook-Sugarcreek Schools support and respect each family's right to decide whether or not to apply for access.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond clarification of such standards and normal daily supervision of students by district employees, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Misuse of Computer and Network Usage

Our student handbook and various school rules address appropriate student behavior and a spirit of respect for the school and school employees. Violation of those rules will result in the designated punishment. Inappropriate student use of e-mail or the World Wide Web will be grounds for punishment just as if that same inappropriate use had occurred orally or in written form.



BUILDING HOURS

Daily Time Schedule

	<u>Stephen Bell</u> *	<u>Bell Creek</u>
School Office Opens	8:50 a.m.	7:30 a.m.
Students May Enter Building	8:50 a.m.	7:45 a.m.
Classes Begin	9:00 a.m.	8:00 a.m.
Dismissal Bell	3:40 p.m.	3:00 p.m.
School Office Closes	4:15 p.m.	3:30 p.m.

* Parents who bring their child to Stephen Bell should time themselves to arrive at school by 8:50 a.m. Students are not permitted on school property prior to 8:50 a.m.

School Closing/Delays

Emergency closings or delays are announced on major radio and television stations as soon as possible. All major local stations are notified to broadcast this vital information for the benefit of students and their parents. In the event of an announced delay do NOT arrive at school before the delayed starting time. You may also access the school web-site for additional information at www.sugarcreek.k12.oh.us . You may also call the district information line at 937-848-5001 for information.

EVENTS DURING THE SCHOOL YEAR

Students and parents are invited and encouraged to attend and support the many activities that take place at our elementary schools during the school year. Not only are these activities enjoyable, many of them help to support, in a financial way, the many projects of our students.

Information on activities can be obtained by reading the monthly school newsletters and the district's publication, "**The Bridge**". If you do not receive a copy of this publication through the mail or via e-mail, copies are available at the school offices. You may also call the Business Manager's Office (937-848-5001, ext 6101) to be placed on the mailing list (for zip codes other than 45305).



STEPHEN BELL ELEMENTARY: School-specific Information for Students in Grades K-2

Stephen Bell Elementary employs a school counselor who runs a comprehensive counseling program for grades K-2 that addresses academic, career and personal/social needs. The counselor works with students individually, in small groups and large groups (classroom guidance). She encourages a positive and cooperative relationship between home and school through consultations with teachers, administrators, parents/guardians, and community agencies/resources.

Parents and teachers/staff may refer children to the counselor. Children may also self-refer. Parent permission is not required in order to see the counselor or participate in classroom guidance activities. Permission slips do go home for your child to participate in small groups. Please contact the counselor directly or the school principal for more information regarding these services. You can also visit the Stephen Bell Guidance website by clicking on the “Guidance” link on the Elementary main page (www.sugarcreek.k12.oh.us/bellbrookes).

EAGLES	BE SAFE	BE KIND
Arrival & Dismissal	Keep hands, feet, and objects to yourself. Keep yourself safe	Report directly to your location.
Classroom	Keep hands, feet, and objects to yourself.	Follow directions. Be on task. Be cooperative. Listen.
Hallways	Keep hands, feet, and objects to yourself. Quiet space.	Report directly to your location. Follow your teacher in a line. Think before you act.
Restroom	Keep hands, feet, and objects to yourself. Whisper voice.	Keep the area clean. Whisper voice if needed. Report problems.
Cafeteria	Keep hands, feet, and objects to yourself. Use 1-2-3 voice (inside voice).	Eat your own food. Clean up after yourself. Follow directions. Report problems.
Playground	Keep hands, feet, and objects to yourself. Report problems immediately.	Use equipment safely as trained by the teacher. Be a peacemaker.
Bus	Keep hands, feet, and objects to yourself. Report problems to the bus driver.	Sit in your seat. Think before you act.

Stephen Bell Elementary SCHOOL-WIDE BEHAVIOR COLOR EXPECTATIONS

Green Tag	EXPECTED BEHAVIOR	The student has displayed appropriate behaviors throughout the school day. The teacher will share the daily color.
Yellow Tag	WARNING/CAUTION	The student is displaying inappropriate behaviors that need to cease. The teacher will share the daily color.
Red Tag	ACTION RESPONSE	The student will have a loss of recess and/or natural consequences (example: apology letter, loss of school privileges, etc.) for inappropriate behavior(s). The teacher will share why color change.
Principal	DISCIPLINE ACTION	Principal will decide the consequences for the inappropriate behavior following the School Handbook and share with the parent.

BELL CREEK INTERMEDIATE: School-specific Information for Students in Grades 3-5

HOMEWORK

Homework is assigned regularly. Students are expected to complete homework by the due date.

BEHAVIOR EXPECTATIONS

Bell Creek's PBIS model is called R2P2. This stands for Respect, Responsibility, Peaceful and Problem Solver. It is our expectation that students' behaviors reflect the expectations on the chart below. Behavior Notices will be mailed to parents of students who exhibit behaviors that don't meet the expectations, and consequences will be given.

<i>Expectations</i> → <i>School Settings</i> ↓	Be Respectful	Be Responsible	Be Peaceful	Be a Problem Solver
Arrival/Dismissal	<ul style="list-style-type: none"> · Use quiet conversational voice · Use quiet hands and feet · Listen to announcements 	<ul style="list-style-type: none"> · Go directly to your locker and unpack then go to classroom. · Come and leave prepared · Stay in classroom until dismissed by teacher 	<ul style="list-style-type: none"> · Be helpful to all students · Keep hands and feet to yourself 	<ul style="list-style-type: none"> · Report problems · Walk directly to your destination · Take what you need for the day · Do what is right, even when no one is watching
Restroom	<ul style="list-style-type: none"> · Use quiet hands and feet · Voices are off · Give other people privacy 	<ul style="list-style-type: none"> · Flush the toilet · Wash and dry hands · Keep the bathroom clean 	<ul style="list-style-type: none"> · Keep hands and feet to yourself · Treat others with kindness · Do what is right, even when no one is watching 	<ul style="list-style-type: none"> · Report real problems · Use in a timely manner · Do what is right, even when no one is watching
Hallways	<ul style="list-style-type: none"> · Use quiet hands and feet · Voice are off 	<ul style="list-style-type: none"> · Walk on the right side of the hallway · Walk in a single file line 	<ul style="list-style-type: none"> · Be helpful to all students and staff 	<ul style="list-style-type: none"> · Walk directly to destination · Do what is right, even when no one is watching
Classroom	<ul style="list-style-type: none"> · Use quiet hands and feet · Follow teacher directions · Use appropriate noise levels for tasks 	<ul style="list-style-type: none"> · Follow classroom rules · Give your best effort · Do your homework 	<ul style="list-style-type: none"> · Stay in your space · Raise your hand to speak · Keep hands feet to yourself · Work cooperatively 	<ul style="list-style-type: none"> · Be honest · Use your time wisely · Stay on task · Work cooperatively and help others · Do what is right, even when no one is watching
Cafeteria	<ul style="list-style-type: none"> · Use quiet hands and feet · Use conversation voice · Eat only what is yours 	<ul style="list-style-type: none"> · Enter and exit in an orderly way · Carry try with two hands · Clean up all trash and put in trash can 	<ul style="list-style-type: none"> · Follow directions the first time given · Help your neighbor 	<ul style="list-style-type: none"> · Do what is right, even when no one is watching · Focus on eating your lunch

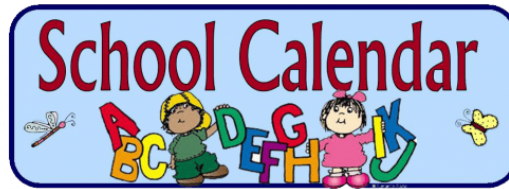
	<ul style="list-style-type: none"> · Stay in seat and raise your hand if you need something · Be conscious of those with food allergies 	<ul style="list-style-type: none"> · Report any spills to staff 	<ul style="list-style-type: none"> · Include all students 	
Playground	<ul style="list-style-type: none"> · Keep hands and feet to yourself · Take turns · Use outside voice 	<ul style="list-style-type: none"> · Follow playground rules · Line up in a straight line at whistle · Return equipment 	<ul style="list-style-type: none"> · Follow directions the first time given · Report problems to staff · Follow game rules 	<ul style="list-style-type: none"> · Include others · Freeze at the whistle · Use equipment appropriately · Do what is right, even when no one is watching
Bus	<ul style="list-style-type: none"> · Follow bus rules · Use conversational voice 	<ul style="list-style-type: none"> · Follow all rules · Walk to and from the bus · Sit back-to-seat 	<ul style="list-style-type: none"> · Be polite to other students and driver · No pushing in line 	<ul style="list-style-type: none"> · Report safety concerns to driver, teacher, principal · Do what is right, even when no one is watching
Activities and Events	<ul style="list-style-type: none"> · Use quiet hands and feet · Voices are off 	<ul style="list-style-type: none"> · Listen to directions 	<ul style="list-style-type: none"> · Be a polite audience member 	<ul style="list-style-type: none"> · Do what is right, even when no one is watching

LUNCH LOANS

Students who have forgotten their lunch and were not able to contact their parents may borrow money from the PTO lunch fund available in the office. The loan will be for the prevailing lunch rate, excluding extra food items. The loan should be repaid the following day. Students may not borrow again until the current loan is paid.



2021-2022



Wed	Aug	18	First Day for Students
Mon	Sept	6	No School – Labor Day
Fri	Sept	17	No School – Teacher PD
Mon	Oct	11	No School – Teacher PD
Fri	Oct	15	End of 1 st quarter
Mon	Oct	18	No School – P-T Conferences, grd K-12
Thur	Nov	11	No School – Teacher PD
Mon	Nov	22	No School – PT Conf Trade Day
Tues	Nov	23	
	thru		No School- Thanksgiving Break
Fri	Nov	26	
Fri	Dec	17	End of 2 nd quarter
Mon	Dec	20	Winter Break begins
Mon	Jan	3	School Resumes
Wed	Jan	12	2-hr delayed start for Teacher PD, grd K-12
Mon	Jan	17	No School – Martin Luther King Day
Fri	Feb	18	No School – Teacher PD
Mon	Feb	21	No School – Presidents Day
Fri	Mar	11	End of 3 rd quarter
Wed	Mar	16	2-hr delayed start for Teacher PD, grd K-12
Mon	Mar	28	
	thru		No School- Spring Break
Fri	Apr	1	
Mon	Apr	4	School Resumes
Fri	Apr	15	No School – Teacher PD
Fri	Apr	22	2-hr early dismissal for Teacher PD, grd K-12
Thur	May	26	1-hr early dismissal, Last Day for Students

* 2 evening P-T Conferences TBD



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